

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, MARCH 8, 2022
CITY HALL COUNCIL CHAMBERS
5:00 p.m.

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong and Craig Diggs. Robin Harrison was absent.

OTHER COUNCIL MEMBERS: Mayor Dan Rife and Ed Barlow

STAFF PRESENT: Assistant City Administrator Greg Dagnan and City Clerk Traci Cox

Chair Ceri Otero called the meeting to order at 5:00 P.M.

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** On a motion by Mr. Diggs, the minutes of the February 22, 2022 meeting were approved 3-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mr. Armstrong moved to approve the claims. Motion carried 3-0.

NEW BUSINESS:

1. **Consider and discuss changes to employee Holiday Schedule:** HR Coordinator Michael Miller surveyed surrounding cities and most other cities were giving the Martin Luther King Jr Holiday to their employees. Mr. Diggs moved to add MLK Day to the holiday schedule. Mr. Armstrong moved to amend the motion to include Juneteenth as a holiday as well. Motion carried 3-0. Changes to the employee holiday schedule as amended passed 3-0.
2. **Consider and discuss changes to administrative and department head job descriptions.** Mr. Miller discussed adding the requirement to have a college degree to the job descriptions for all administrative and department head positions. An exception to this is included by substituting experience in lieu of a degree. Ms. Otero noted the job descriptions should be gender neutral and the overtime changed to reflect exempt status. After discussion, no decisions were made on the college degree requirement.
3. **Staff Reports:** Ms. Cox reported the liability and property insurance is estimated to increase 7-9%. Ollis, Akers and Arney will be providing an insurance quote in the near future. Mr. Dagnan reported staff had looked at a different dental and vision plan but currently plan to stay with existing plans.
4. **Other Reports:** None

ADJOURNMENT: Mr. Diggs made a motion to adjourn at 5:37 PM. Motion carried 3-0.

Traci Cox